

MCPS-MMCEO Para-Educator Performance Review

Employee		
Job Title		
Date		
Location		
Supervisor		
Evaluation Type	Annual	Probationary

RATINGS

The following scale is used for all ratings in the review.

- **Exceeds expectations** – consistently delivers exceptional results, is a model for others to follow.
- **Meets expectations** – consistently meets expectations in all areas.
- **Training recommended** – meets expectations in most areas, but needs training for proficiency.
- **Not applicable** - this does not apply to the current job responsibilities as defined.

SECTION I: Performance Indicators

	Exceeds Expectations	Meets Expectations	Training recommended	Not applicable
Meeting the needs of students				
Treats students in a positive manner.				
Treats students impartially while maintaining an awareness of individual needs.				

Recognizes when to provide assistance and when to encourage self-help and problem solving skills.				
Uses a positive approach to behavior management, emphasizing redirection when possible.				
Is conscious/aware of whole classroom while providing individualized instruction.				
Actively listens to and appropriately speaks with students.				

Comments:

Assisting in the Classroom	Exceeds Expectations	Meets Expectations	Training recommended	Not applicable
Works well as a team member in the classroom.				
Helps maintain classroom environment and standards.				
Assist directing teacher(s) in implementation of lesson plans and preparing materials.				
Follows behavior plans.				
Demonstrates knowledge of IEP goals and understands implementations to assist student in achieving goals.				

Comments:

Work Habits and Behavior	Exceeds Expectations	Meets Expectations	Training recommended	Not applicable
Complies with District policies, regulations and procedures.				
Complies with assigned hours of work/schedules, including assigned lunch and break periods.				
Follows District/building protocols for absences.				
Follows classroom/building/District protocols in emergency situations.				
Exhibits appropriate work attire and personal appearance.				
Communicates with professional language.				
Maintains student/staff confidentiality as required.				
Demonstrates a positive working relationship with students and staff. Willingness to respond to requests from staff and supervisors.				
Demonstrates ability to perform tasks with little or no supervision.				
Demonstrates willingness to accept suggestions and/or direction in performance of tasks.				

Exercises independent judgement appropriately.				
Shows initiative when working in a changing environment.				
Uses materials and equipment effectively.				
Follows both oral and written instructions accurately.				
Exhibits good safety habits for students and self.				
Handles stressful situations effectively per training provided (Mandt).				
Demonstrates adaptability and flexibility in new work situations.				
Engages in mutual problem-solving.				
Collaborates with directing teacher(s), staff, administration in the best interest of students.				
Works effectively in the absence of directing teacher(s)				

Comments:

Summary

Training recommendations (opt.)

I acknowledge that this performance evaluation was reviewed by the employee and supervisor on this date. Signature of this document does not imply agreement with evaluation.

Supervisor _____ Date _____

Employee _____ Date _____

An employee may attach a written rebuttal to his/her evaluation within twenty (20) working days after receipt of his/her copy of the evaluation.

Date evaluation received by HR: _____ by _____

Position Title

Employee option:

Date employee rebuttal received by HR: _____ by _____